

Minutes of the Baraboo Community Development Authority
Finance Committee
Tuesday April 6, 2021

The meeting was called to order by Chairperson Wastlund at 6:10 pm in the Council Chamber, Baraboo City Hall, 101 South Blvd. Baraboo, WI 53913

I. Roll Call

| | |
|--------------------------|----------------------------------|
| Present: | Wastlund, Koehler, Petty |
| Absent: | None |
| Staff: | Patrick Cannon |
| Other CDA Board members: | Bobholz, Fordham, Kierzek, Skare |
| Public: | Rob Nelson |

II. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

III. Approval of Agenda

A motion to approve the agenda as presented.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

IV. Approval of the Minutes - March 2, 2021

A motion to approve the minutes of March 2, 2021 as presented.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

V. Public Comment

No one from the public wished to speak at this time.

VI. Old Business

None

VII. New Business

A. Consideration and discussion of 2020 Budget Amendments

Staff indicated that the 2020 budget amendments had been prepared. These amendments will correct line item overages. If approved by the CDA Board, they will be forwarded to the City Council for their consideration.

After careful review, the Committee moved to recommend that the CDA Board approve the 2020 Budget Amendments as presented.

Motion:

To recommend to the CDA Board that they approve the 2020 Budget Amendments and forward to the City Council for their consideration.

Petty (1); Wastlund (2)

Aye: All

Nay: None

B. Consideration and discussion of the purchase of a Make-Up Air unit for Donahue Terrace Apartments.

Staff is requesting authorization to repair or replace the air-handling unit at Donahue Terrace. The unit is no longer functioning as needed. Price quotes were received from two firms to address the need.

The Committee felt that the two quotes were not comparable. Therefore, they directed Staff to review the requests and develop a scope of what needs to be completed.

No action was taken.

C. Consideration and discussion of an automatic rent increase for Donahue Terrace effective June 1, 2021

Annually, the Wisconsin Housing and Economic Development Authority calculates an automatic rent adjustment for Donahue Terrace. The 2021 rent in will be increased to \$541.00 per single bedroom unit. The new rent amount will be effective on June 1, 2021.

The increased rent will not affect the monthly rent amount for most residents. Their rent will be based upon their income level. The change will increase the monthly subsidy received for each unit.

After careful review, the Committee moved to recommend that the CDA Board approve the rent increase effective on June 1, 2021.

Motion:

To recommend to the CDA Board the approval of the rent increase for Donahue Terrace Apartments effective on June 1, 2021. The new base rent will be \$541.00

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of an extension of no payments being required due to Covid-19 for CDBG-RLF loans.

Previously, the CDA has suspended the monthly payments for businesses who have a CDBG-RLF loan with the CDA. These loans are based upon job creation. The payment suspensions are based upon the business interruption suffered due to the pandemic. The Board has taken action several times to extend the deferral.

At this time, several businesses have started to recover and they have begun making payments. Other businesses have not been able to recover completely.

The Committee is recommending to the CDA Board that they extend the no payment requirement for businesses until December 31, 2021. The Committee is also recommending that businesses be asked to begin making interest only payments to help defer the future charges.

Motion:

To recommend to the Board that they approve no payments being required for CDBG-RLF loans until December 31, 2021. They would also recommend that each business begin to make interest only payments to help defer their long-term costs.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

E. Consideration and discussion of a Loan Application to the State Board of Commissioners of Public Lands for \$130,000 for 5 years at 3.35% for elevator modernization for Donahue Terrace Apartments.

Previously, the CDA awarded a contract for the modernization of the elevators at Donahue Terrace Apartments. In order to finance this project, the CDA would like to make an application to the State Board of Commissioner of Public Lands for a revenue-based loan. Technically, the loan would be in the name of the City of Baraboo.

After careful review, the Committee moved to recommend to the Board that they request to the City Council the submission of an application to the State Board of Commissioners of Public Lands. The application is for a revenue-based loan of \$130,000 at 3.25% for a five-year period.

Motion:

To recommend to the Board that they approve a request to the City Council for a loan applications to the State Board of Commissioner of Public lands for \$130,000 at 3.25% for a five-year period.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

F. Consideration and discussion of CDA Goals and Recovery Plan

Staff noted that the Milwaukee HUD office would like to the CDA to increase its points in their rating system. One aspect would be to approve a set of goals and develop a Recovery Plan.

The Committee directed staff to create a list of goals and present them at the May CDA meeting.

No other action was taken.

VIII. Committee Member Comments

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No Board members comments were made

IX. Adjournment

A motion was made to adjourn the meeting at 6:54pm.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

Approved by the Finance Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder